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MERIT PROMOTION

Vacancy Announcement

ANNOUNCEMENT NUMBER: 04-108 (Amended to Extend Closing Date)
POSITION: Supervisory Customer Services Controller
SERIES/GRADE: PG-0501-15
SALARY RANGE: \$100,231 - \$130,305
ISSUE DATE: 05/06/04
CLOSING DATE: 07/08/04
NUMBER OF VACANCIES: One
ORGANIZATION: Office of Finance and Administration
Office of the Chief Financial Officer
Shift 1
GEOGRAPHIC LOCATION: Washington, DC
PROMOTION POTENTIAL: PG-15
DURATION OF APPOINTMENT: Permanent
TOUR OF DUTY: Shift 1
OPM NOTICE OF RESULTS REQUIRED: N/A
CIVIL SERVICE STATUS REQUIRED: No
AREA OF CONSIDERATION: All Sources

SUMMARY OF DUTIES/RESPONSIBILITIES:

This position is that of Supervisory Customer Service Controller and is the top financial position in the business Unit. The Supervisory Customer Service Controller will be the lead person for supporting the Managing Director of Customer Services in all finance, budget, analysis, and expense matters. Responsible for monthly financial reporting and submission to be included in month end agency finance reporting package. Responsible for Internal Control over financial resources. Develops the President's and the GPO's operating budget for Customer Services in conjunction with the GPO's CFO, Comptroller and Budget Officer. Develops a capital budget and assists the Managing Director of Customer Services in executing the plan. Prepares monthly financial projections and monitors billing process. Ensures the timeliness and accuracy of billings. Prepares and analyzes capital investment opportunities and proposals. Performs the full range of supervisory duties and in concert with the other supervisors/managers of the organization, sets priorities and establishes objectives to achieve the goals of the Chief Financial Officer. Finds and implements ways to improve business practices and maximize efficiency. Supervises 5 to 6 employees (Cost Accountants, Operating Accountants, Budget Analyst, Accounting Technicians, Financial Data Analysts).

QUALIFICATIONS: Applicants must possess 52 weeks of specialized experience at the next lower grade level. Specialized experience is experience, which is directly related to this position and has equipped the applicant with the particular knowledge, skills, and abilities in order to successfully perform the duties described above. **EDUCATION REQUIREMENT:** Degree in accounting, or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. **OR** Combination of education and experience – at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include one of the following: 1) Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law. 2) A certificate as a Certified Public Accountant or a Certified Internal Auditor, obtained through written examination.

NOTE: Applications will be accepted from status and non-status candidates. Status candidates who wish to be considered under both merit and competitive procedures must submit two (2) complete applications. When one (1) application is received, it will be considered under merit promotion procedures only.

RANKING FACTORS: *(Applicants who meet the above qualification requirements will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the factors listed below. Applicants should be specific in documenting these areas in their application materials.)*

1. Broad knowledge of and experience in contract, control and review sufficient to perform overall duties and maintain Internal control over financial resources.
2. Mastery of and experience in sales support and analysis in order to provide financial, budget, and analytical support to the Managing Director, Customer Services.
3. Mastery of analytical techniques and experience in being detailed oriented.
4. Skill in preparing and analyzing capital investment opportunities and proposals.
5. Ability to work with a unionized workforce.

ALL APPLICANTS MUST INCLUDE THE FOLLOWING:

Applicants may submit an Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume. If a resume is submitted, it must contain all pertinent data in the OF-612.

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Applicants eligible under the **Veterans Readjustment Act (VRA)** will also be considered, if this position is being announced at the grade PG-11 level and below. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit a SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form. Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability.

Selectees must successfully pass a drug test before appointment.

GPO WILL NOT PAY RELOCATION COSTS.

OTHER ESSENTIAL INFORMATION:

Applicants must:

- be a United States citizen or national (e.g. resident of American Samoa).
- include their Social Security Number on their application.
- provide the title and length of related courses. For college classes include the number of credit hours (not required if a degree has been earned).
- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.

SUBMIT APPLICATION(S) TO:

Team 2
U.S. Government Printing Office
Employment Branch, Room C106, Stop: PSE
732 North Capitol Street, N.W.
Washington, DC 20401
FAX (202) 512-1292

FOR ADDITIONAL INFORMATION CALL:

(202) 512-1124
TDD (202) 512-1519

****THIS AGENCY PROVIDES REASONABLE ACCOMODATIONS TO APPLICANTS WITH DISABILITIES****
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